

Instructions for Budget and Personnel Worksheets

Electronically save the budget and personnel worksheets to your local hard drive or CD and use the saved version to submit changes to KYAE throughout the year.

Budget Worksheet

GUIDELINES

- To complete the budget worksheet, use the FY 11-12 Total Core Services budget amount.
- Total Core Services budgets shall not exceed the county's projected allocations.
- Applicants shall submit a budget for the program year (July 1, 2011-June 30, 2012).
- A maximum of 15 percent of the core services grant funding may be used for administrative purposes.
- Professional development funds will be allocated by formula and should not be included in this budget.
- Round all totals to the nearest dollar.

COST CATEGORY DESCRIPTIONS

I.A. Administrative Personnel Costs are those expenses necessary to effectively manage the program. They include the costs of personnel engaged in the following or similar activities: administrative, program management, fiscal, clerical, data collection and processing for the program, and advertising.

I.B. Other Administrative Costs may include the cost of administrative space/rent, telephone, postage, materials and supplies, administrative software and furniture incurred for the activities listed above. 'Indirect costs' are not allowable under the terms of your contract. Travel funds may be used for travel to required meetings, but may not be used for travel to employee's assigned worksite or between an employee's home and worksite.

II.A. Operational Costs are necessary expenses incurred in the delivery of services that are neither directly administrative nor instructional. These costs are usually related to the physical facility and can include such items as rent, utilities, equipment maintenance, lease of copying equipment and telephone.

III.A. Instructional Personnel Costs are costs that have direct and immediate benefit to the student. They include the cost of salaries and fringes for instructional staff and data collection and processing relative to individual students.

III.B. Other Instructional Costs are those costs incurred for instructional materials and supplies, consumable supplies, assessment materials, instructional software, classroom fixtures and furniture, and travel expenses related to instructional activities.

IV.A. Equipment includes the costs for any non-consumable items with a life expectancy of more than one year. Examples include: computer hardware and software, fax machine, answering machine, copier, VCR and television.

Personnel Worksheets

Include all employed staff on the **Personnel Worksheets**.

See the [KYAE Policy and Procedures Manual](#) (360K PDF) for approved job titles and minimum qualifications. **Use the drop-down boxes for position/title.**

If an employee is paid from administrative and instructional funds, list that person twice.

If an employee's hours per week vary, list that person twice. For example:

Position/ Title	First Name	Last Name	Educational Level	Date of Hire	#Yrs Exp	#Hrs/ Wk	#Wks/ Yr	Total	Fringe	TOTAL Salary + Fringe
Instructor	Jane	Doe	Bachelor's	07/01/90	20	40	35	xxx	xxx	xxx
Instructor	Jane	Doe	Bachelor's	07/01/90	20	10	15	xxx	xxx	xxx

If the position is not currently filled, insert "TBA" in the "Name" field but complete the remaining fields.

Alphabetize by last name.